Please include each of the following statements in the Introduction or Executive Summary of all Budget Books.

- The FY 2001 Unicall continues to emphasize performance based budgets. Programmatic guidance varies from sponsor to sponsor, but the Laboratory has made every reasonable effort to include performance measures in its documentation for this submission.

- Uncosted balances have been carefully reviewed and considered as potential funding sources to offset new funding requirements.

- Anticipated collections from non-DOE sponsors, which may result from travel reimbursement in connection with such activity have been incorporated into the submission.

These collections are estimated to amount to $NK for this program in FY 1999, $NK in FY 2000, and $NK in FY 2001.

Totals by program are tabulated in the Controller's Budget Submission.

NOTE: be realistic in view of prior year data.

- The Laboratory's escalation rates are taken from the DOE Unicall.

- The Laboratory has developed a formal Budget Estimating Tool (BET) for all proposals which was used wherever possible in the preparation of this submission. The automated system applies an escalation factor to outyear salary data, but because the DOE Program Offices differ on the issue of escalation of outyear budget estimates (FY 2000 and beyond), these figures were not required or collected for all programs.

- The Budget Estimating Tool (BET) estimates labor costs based on hours, in accordance with the Laboratory accounting system's method of recording costs. Because DOE requires its contractors to report labor estimates in Full Time Equivalents (FTEs), the BET uses the average productive hours per labor category to compute the FTEs for each proposal.   Proposals are calculated based on the hours planned, whether or not employees anticipate working the average number of productive hours. When Laboratory staff are listed in the supporting documentation for a proposal, the term "Head Count of Key Personnel" may be used to distinguish it from FTEs. Tables labeled FTEs continue to refer to FTEs."